

## Information available from Wenvoe Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>On request to the Clerk to the Council, Wenvoe Community Council. Wenvoe Community Centre. Old Port Road, Wenvoe CF5 6AL</p> <p>Tel. 029 2059 1139</p> <p>E-Mail: <a href="mailto:clerk@wenvoecouncil.org.uk">clerk@wenvoecouncil.org.uk</a></p> <p>Many of the documents are also available on the Community Council pages of the village website. <a href="http://www.wenvoecouncil.org.uk">www.wenvoecouncil.org.uk</a></p>	<p>5 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.</p>
Who's who on the Council and its Committees	As above	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	As above	
Staffing structure	The Council employs one Clerk/RFO only	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	As above	
Annual return form and report by auditor	As above	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	As above	
Community Plan (current and previous year as a minimum)	As above	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	As above	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	As above	
Agendas of meetings (as above)	As above	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	
Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	As above	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	As above	
Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	As above	
Data Protection Policy	As above	
Records management policies (records retention, destruction and archive) – General Data Protection Regulations	As above	

<b>Class 6 – Lists and Registers</b>	As above	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Register of members' interests		
Register of gifts and hospitality	None received in past	
<b>Class 7 – The services we offer</b>	As above	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	As above	
Burial grounds	As above	
Parks, playing fields and recreational facilities	VoG / as above	
Seating, litter bins, clocks, memorials and lighting	VoG / as above	
Bus shelters	Not applicable	
Community Cemetery	As above	

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Cost</b>	Photocopying @ 10p per sheet (black & white)	10 pence per copy
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		None
<b>Other</b>		Time of the Clerk for bulk requests

\* the actual cost incurred by the public authority